

Chief, General Services Office

4 December 1953

Chief, Records Services Division

Activity Report for week ending 3 December 1953

Attached are reports of the activities of each organizational segment of the Records Services Division. In addition to the information contained in these separate reports, the following activities occurred during the week throughout the Division:

25X1 a. We were notified by the National Archives and Records Service that a committee consisting of representatives of the Department of State, Atomic Energy Commission, Physical Security Equipment Agency and the Central Intelligence Agency, had been appointed to study the required standards for certain types of filing equipment, particularly those types needed in connection with classified documents. A previous request to the Agency for the designation of a representative resulted in the appointment of [redacted] of the Security Office. It is the feeling of the National Archives and Records Service that the Agency should designate a person who is directly concerned with records management.

25X1 b. The National Archives and Records Service advised us that, as a result of a request to this Agency some time ago, a [redacted] of the Security Office had been designated as the person to be contacted in connection with discussions on the need for permanent retention of National Selective Service records.

c. Several contacts were made with Agency officials relative to progress made in their respective organizations on the records management program. The individual reports will be submitted later in connection with these visits.



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Attachments

GSO/RSD/LGC:ev

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Report for week ending 3 December 1953 from RECORDS DISPOSITION BRANCH

Medical Office

Forty-one describable items involving an estimated 373 linear feet of records have been identified and listed during the records survey of this Office. The inventory is not yet completed. Preliminary evaluations reveal that a high percentage of the records are of continuing value and require establishment of procedures for their adequate protection.

Foreign Broadcast Information Division

An estimated 790 linear feet of records have been listed as of this date. Because of the poor arrangement of the record material, the establishment of records series and their sub-groups has been attempted only in the most general terms.

Chief, Records Disposition Branch

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**Report for week ending 2 December 1953 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH**

1. Outlined the main objectives of our Reports and Correspondence Management Programs and how we anticipate accomplishing them. This material is for the use of individuals promoting reports and correspondence management. It is also anticipated that a copy could be left with operating officials at the conclusion of discussions on these programs. The need for this outline will be nullified upon publication of the "Records Management Program Guide" and other promotional material.
2. Met with [ ] of the Medical Office to discuss needs for Reports and Correspondence Management Programs. [ ] felt that reports and correspondence management principles could be applied advantageously to their operations. He was particularly enthusiastic over the possibilities of streamlining correspondence. No definite plans were made to install the programs pending his further discussion with Medical Office officials.
3. Evaluated beneficial suggestion 530 which advocated the correction of minor typographical errors by pen and ink. Submitted findings and recommendations, including a proposed CIA Notice which would place the suggestion in effect.
4. Reviewed the Records Management Program plan for the Logistics Office as submitted by its Area Records Officer. Forwarded comments to the Chief, Records Services Division.
5. Redeveloped in staff study form material previously submitted as a staff paper "Justification for a Guide to Effective Writing and Correspondence Management Techniques".

**Chief, Reports and Correspondence  
Management Branch**

**Report for week ending 3 December 1953 from FORMS MANAGEMENT BRANCH**

Report for the month ending 30 November 1953 was compiled and submitted.

The phased master plan for forms management has been approved in general substance by [ ] and [ ] as submitted. Additional details relative to manpower requirements and target dates remain to be resolved.

Issuance of FM-2 memo to all Area Records Officers relative to security classifications on forms has been temporarily suspended pending a rewrite to conform to provisions of the new Executive Order.

Issuance of FM-1 memo to all Area Records Officers relative to preliminary program publicity continues to be held up because of difficulties encountered in issuing this type of material by memo rather than in notice or other regulatory form. In discussion with [ ] on 1 December 1953 it was agreed that the problem would be restudied and every effort made to issue this or similar material in some form in the near future.

Preparation of set of Vac-graph slides continues. Art work is about 50% complete. Additional type setting at the Pentagon will be required.

Employee Suggestion #378 is completed and evaluation has been signed by [ ]

Forms and procedural study of the Information Reporting system involving Form No. 51-4AA has been expanded to include 35-99 and 51-58, Field Information Reports. Additional meetings have been held and preliminary analysis completed. A proposed consolidation of the three forms has been developed and coordinated with [ ] Draft sent to Reproduction Plant 3 December 1953 for preparation of final type draft copy for coordination purposes.


Tentative agreements concerning sterility requirements for forms sent to and from, or used by field organizations, have been concluded with representatives of OD/P and Logistics. Confirming memorandum has been sent to Logistics.

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Plans have been made to conduct a study of the stocked forms supply system upon completion of other priority projects.

Current Requests for New, Revised and Reprinted Forms:

	No. of Requisition	Copies	
New	6	20,900	Total
Revisions	18	800,000	"
Reprints	17	434,200	"
		<u>1,255,100</u>	Grand Total

  
Chief, Forms Management Branch

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Report for week ending 3 December 1953 from RECORDS SYSTEMS BRANCH

Vital Materials

A microfilming team is now working on the filming of vital materials in OSI. [redacted] of the Space, Maintenance and Facilities Division, OSO, are negotiating for space in North Building for our microphotographers to film the Biographic Register dossiers.

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Mail Control

The following is an accounting of the work performed previously by laborers from Logistics but presently being done by couriers:

27 November - 14 bags to [ ] 6 return to State  
30 November - 37 bags, 15 packages to [ ] 7 bags  
return to State (4 men and 2 trucks  
were used).  
1 December - 16 bags to [ ] 6 return to State  
2 December - 18 bags to [ ] 8 returned  
2 December - NIS - 42 bags, 29 boxes, 5 men used.

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On 1 December 1953, an agreement was reached between [redacted] of Fiscal Division and [redacted] of Mail Control to establish a courier post in space at Alcott Hall (Bay #1031) which is assigned to the Fiscal Division. Arrangements have been made to have a combination lock file cabinet and a sorting table moved to this location. A messenger will be assigned as soon as this is accomplished.

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Chief, Records Systems Branch

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TIME DISTRIBUTION CHART  
 Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240016-8  
 MAIL CONTROL SECTION

Man-  
hours

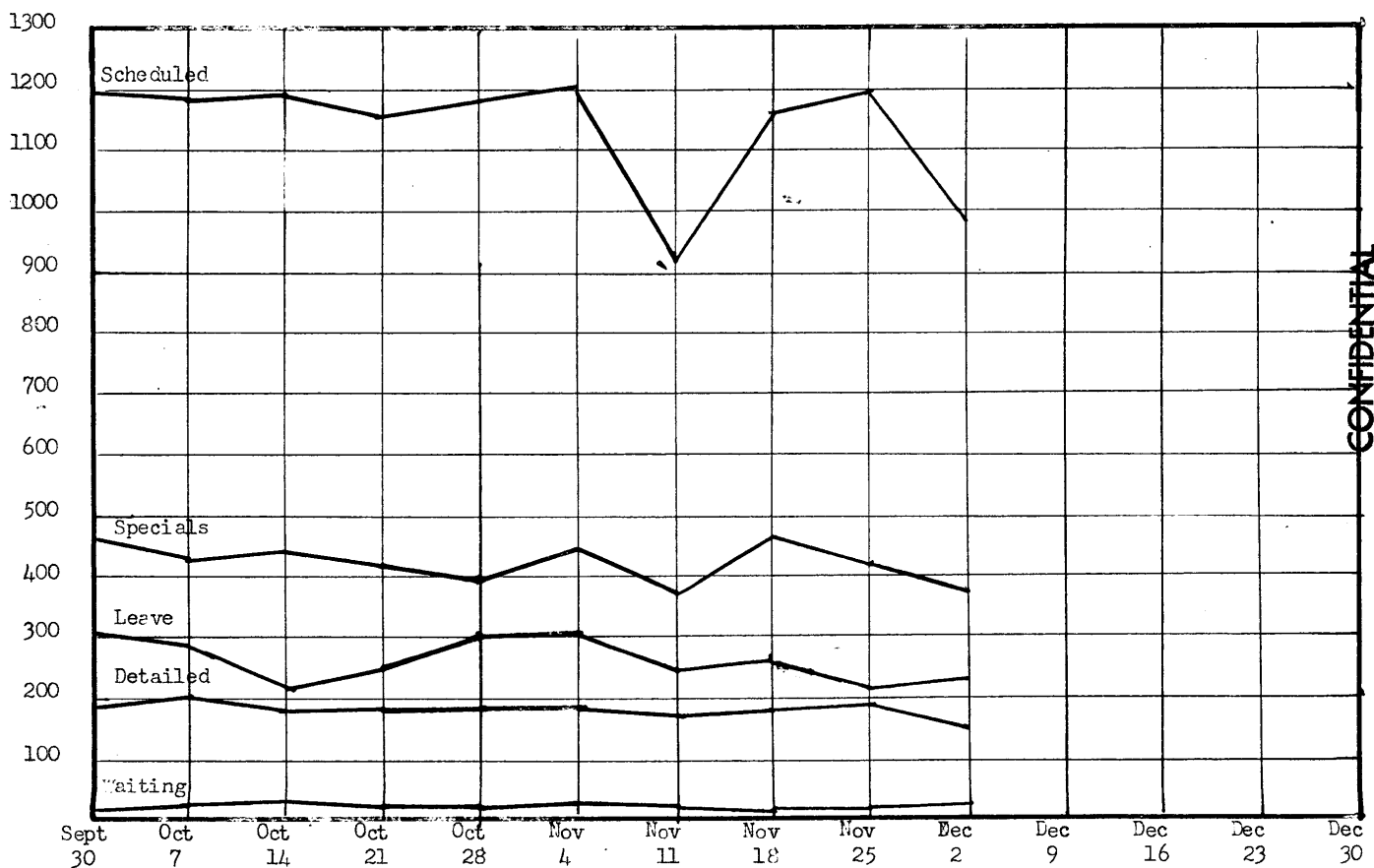


EXHIBIT 5

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 Security Information

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Report for the week ending 3 December 1953 of the RECORDS CENTER BRANCH

Five researchers from ORR were assisted in locating certain Records in the National Archives and letters of access were secured for three of the searchers. A visit to the Archives was necessary in order to expedite the use of certain records in a "rush" project that, according to ORR, "was of great interest to the Director's office."

Now that all records have been shelved, certain personnel of the Center have been engaged, as time permits in identifying scattered series of records that were received without proper documentation. Originating offices are contacted in these cases and requested to submit the proper forms. In some instances it will be necessary for Center personnel to prepare the documentation.

GSA/PBS has promised to furnish a crew of skilled laborers to erect steel shelving as soon as the men are available. No work has been done on lowering the lights in the file cabinet area.

25X1 [ ] the agency safety officer, along with [ ] of ORR inspected the shelving now erected and are to make a decision as to the type of bracing required. 25X1

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Chief, Records Center Branch

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	0	18,697
Flat-bed Camera	5,948	9,785
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	8	-
References to record material	87	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,351	624
Intelligence Reports	1,136	145
b. Supplemental Distribution:		
Information Reports	280	306
Intelligence Reports	424	191
Notices	99	32
Regulations	0	144
Others	0	9
c. Initial Distribution:		
Notices	1,517	3
Regulations	0	1.7
Others	0	.5
d. See Attachment		
4. Mail Activities		
a. Post Office Mail		
Incoming	4,536	5,064
Outgoing	7,036	6,537
b. Postage expended	\$ 669.20	\$800.12
c. Scheduled Courier trips	192	240
d. Special Courier trips	60	55.3
e. Inter-agency mail by Courier		
Incoming	827	956
Outgoing	794	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not Available	0	-

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Number of Pages Reproduced  
Original Processed  
Copy This Process

1370  
146

In determining the number of items furnished, an item is defined as consisting of the most readily identifiable unit of reference. For example, a person or object (identifiable by name or number) is one item. A single sheet of paper, if that is what is reported, is one item. If the entire document is one item, if that is the object of the request.

Report for week ending 2 December 1953 from MACHINE RECORDS BRANCH

**Administrative:**

A saving of approximately \$600.00 is represented by the salvaging of the second copy of the T/A Report from the stock on hand. This was accomplished by having employees assigned to the Personnel Pool remove the staples and carbon paper from the two part form. Since future plans call for a one part form the extra copy salvaged will provide the Agency with an additional eighteen months supply of T/A Report forms.

**Operational:**

Personnel Section

1. A Position Control Register for the entire DD/I group has been prepared and forwarded to the Personnel Office. This register is to be used by the Personnel Office generally, and Classification and Wage Division specifically, as an over-all guide in determining position trends.

This report will not be distributed to the offices concerned at this time. It is felt that "Position Control", as such, will be a complete reality when all Agency components have been screened and all true slot numbers included in the Personnel Status Card File.

The Office of Communications and the Training Office will be screened, during the month of December 1953, for accuracy of the reconciliation of the Personnel Status and T/O Information which has been combined in the Position Control cards. As anticipated, the DD/P complex will be the last group to be screened. It is expected that Field Foreign T/O's will, at some near future date, be completely punched and included in the T/O Files. The Personnel Section, Machine Records Branch, is continuing to work in close contact with responsible officials in the Personnel Office in the establishment of a complete Position Control for the entire Agency as soon as possible.

2. Two projects of considerable interest to the Personnel Section of Machine Records Branch have been discussed with officials from the Personnel Office.

A. Quarterly processing for both the Applicant and Employee Qualification Register. The quarterly processing of these registers will be a considerable saving in time to the Personnel Section. The present system calls for the processing of the two registers on a bi-monthly basis, and alternating between Applicant and Employee Registers each month. Quarterly processing will mean that there will be four (4) months in each

year in which neither of the registers will be processed. This system will afford the Personnel Section the much needed additional time to complete the checking and aligning of several of its files.

B. The establishment of a complete foreign country and city code to be included in all Status Cards commencing December 1953. Preparation of codes and processing procedure has been completed. This particular project involved many hours of research in order to gear all aspects of this code to the particular problems native to personnel reporting.

Written concurrence on the above projects is expected within the next week.

Unvouchered Payroll Section - Conversion of Normal Pay File to reflect the new 10% tax reduction.

Vouchered Payroll Section

1. Conversion of Normal Pay File to reflect the new 10% tax reduction.

2. Beginning 6 December 1953, only one copy of the T/A Report will be prepared. These copies will be submitted at the end of each pay period by the offices to the Pay Roll Branch where they will be computed and retained. Employees will receive the new Employee Statement of Earnings and Deductions in lieu of the T/A Report. (See attachment).

3. Reassignment of employee numbers to re-establish the alphabetical sequence of the Vouchered Payroll Employee Roster File. Due to name changes during the past two years the Roster File is not in true alphabetic sequence.

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Chief, Machine Records Branch

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# EMPLOYEE STATEMENT OF EARNINGS AND DEDUCTIONS

FOR INFORMATION ONLY - NON NEGOTIABLE

NAME				GRADE	STEP	ANNUAL SALARY		MO.	DAY	YEAR	MO.	DAY	YEAR
								PAY PERIOD ENDING			DATE PAID		TAX CODE
EARNINGS													
EMPLOYEE NO.	ALLOTMENT NO.			BASE SALARY HOLIDAY COMP. OVERTIME COMP. N/D and/or OTHER COMP. GROSS COMPENSATION									
DEDUCTIONS													
TAX	RETIREMENT	F.I.C.A.	BONDS	OTHER	NET PAID								

KEEP THIS STATEMENT AS A PERMANENT RECORD OF YOUR EARNINGS AND DEDUCTIONS

THE DATE OF PAYMENT RATHER THAN THE PERIOD WHEN EARNED DETERMINES THE AMOUNTS OF EARNINGS AND DEDUCTIONS PROPERLY FOR INCLUSION ON FORM W 2 WITHHOLDING STATEMENT

INVEST IN UNITED STATES DEFENSE BONDS

ENROLL IN THE PAYROLL SAVINGS PLAN

FORM NO. 34-45  
OCT. 1953

(30)

IBM 837821